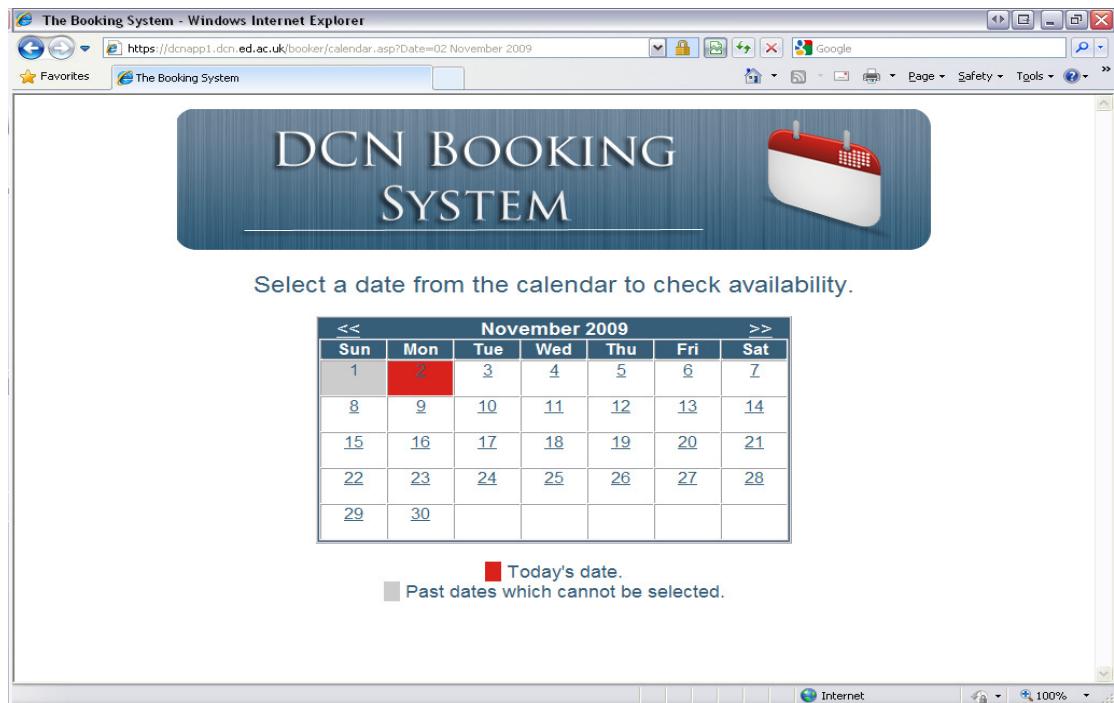
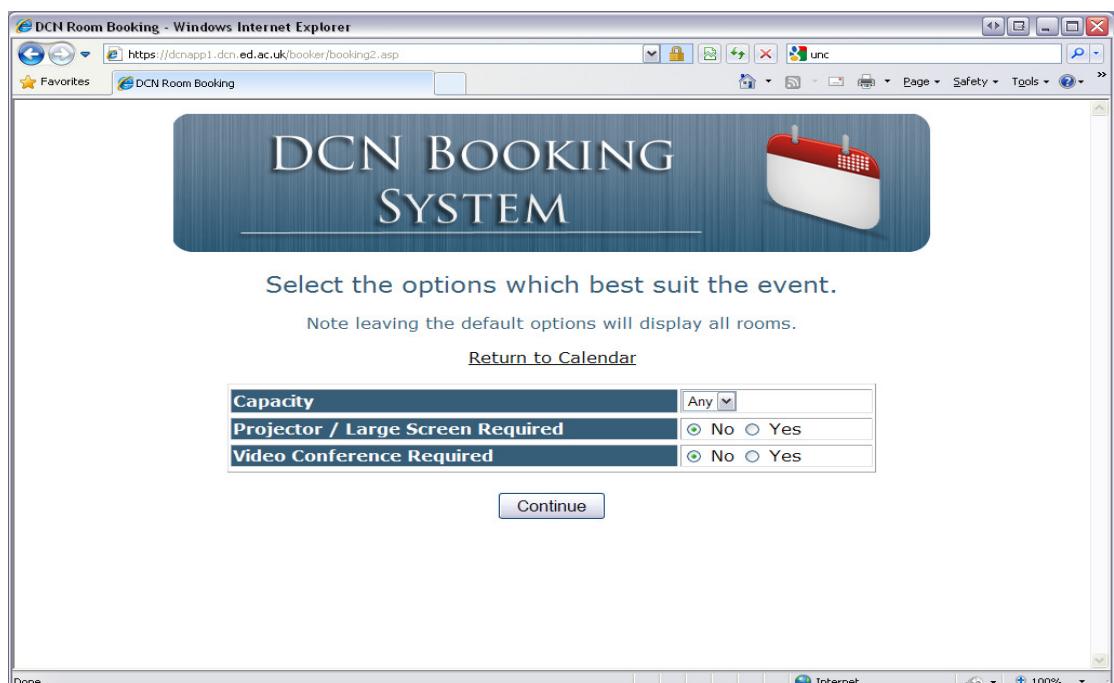


# DCN Booking System User Guide

1. Select the date from the calendar that you are interested in booking, note you cannot select dates in the past.



2. If you require a large room or special facilities such as projector or video conference then please select the required options; otherwise leave options as default and select continue to view all the rooms.



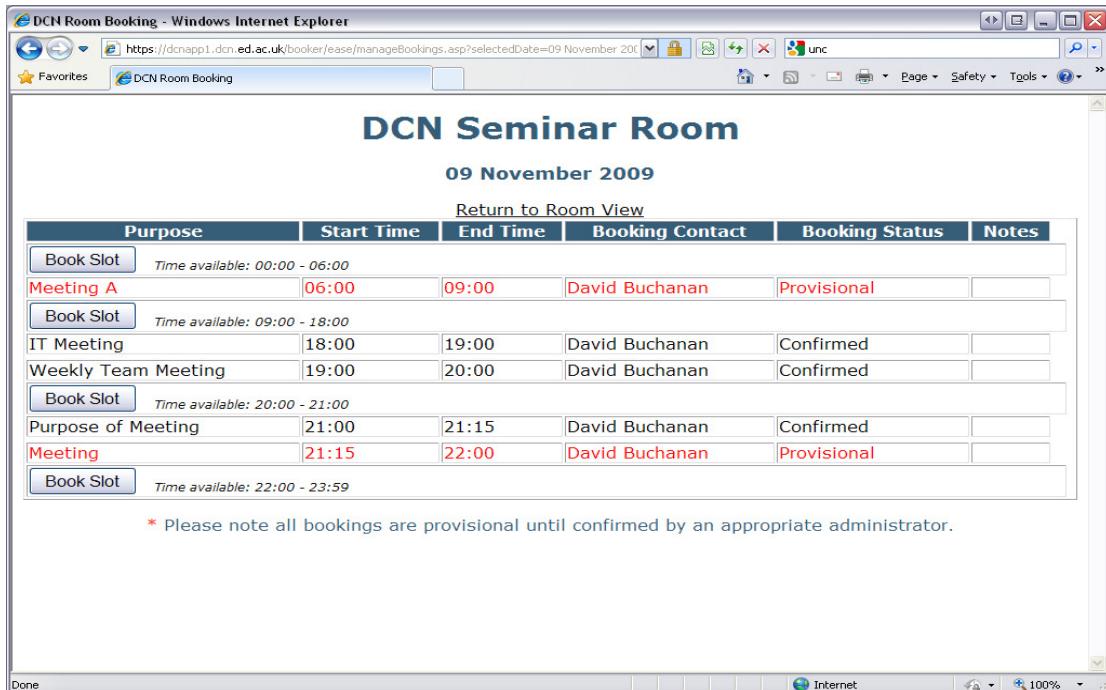
3. The list of available rooms is displayed; scroll down to view all rooms. Each room has a list of attributes, a photograph and a list of current bookings. Select the photograph to open the booking screen where you can provisionally book a room.



The screenshot shows a list of available rooms on the DCN Room Booking website. Each room is listed with its name, capacity, location, description, AV facilities, video conference support, network, and room administrator. To the right of each room listing is a photograph of the room and a 'Current Bookings' table. The 'Current Bookings' table lists the start and end times of booked slots for that day. A 'Book Room' button is located next to each photograph.

Name	Capacity	Location	Description	AV Facilities	Video Conference	Network	Room Administrator
DCN Seminar Room	35	DCN Corridor	Suitable for large meeting or seminar	Projection, Light Box	Yes	NHS and UoE Network points, UoE Wireless	judi.clarke@ed.ac.uk
Ian Rose Meeting Room	12	SBIRCS	Suitable for small meeting or interview	Projection, Light Box	No	UoE Network and UoE Wireless	moira.henderson@ed.ac.uk
NTUA Meeting Room	10	NTUA	Suitable for small meeting or interview	None provided	No	UoE Network and UoE Wireless	

4. Once a room is selected we can see a list of bookings for the day, provisional bookings are in red. Note the day is split into time slots. To provisionally book a room select “Book Slot” for the time slot you wish to book. Note you can book anytime within a free time slot.



The screenshot shows the booking interface for the DCN Seminar Room. It displays a list of bookings for November 9th, 2009. The bookings are listed by purpose, start time, end time, booking contact, and booking status. Provisional bookings are shown in red text. A note at the bottom of the page states: "Please note all bookings are provisional until confirmed by an appropriate administrator."

Purpose	Start Time	End Time	Booking Contact	Booking Status	Notes
Meeting A	06:00	09:00	David Buchanan	Provisional	
IT Meeting	18:00	19:00	David Buchanan	Confirmed	
Weekly Team Meeting	19:00	20:00	David Buchanan	Confirmed	
Purpose of Meeting	21:00	21:15	David Buchanan	Confirmed	
Meeting	21:15	22:00	David Buchanan	Provisional	

5. Select “Book Slot” to provisionally book a room. Depending which slot you are booking the available time is displayed at the bottom of the page. In the case below we can book the room from 09:00 to 18:00 that day as there are no conflicting bookings.

DCN Room Booking - Windows Internet Explorer  
 https://dcnapp1.dcn.ed.ac.uk/booker/ease/addAppointment1.asp  
 Favorites DCN Room Booking

**Room Booking**

Booking Date	09/11/2009
Start Time	09:00 format: hh:mm 24hr
End Time	11:00 format: hh:mm 24hr
Purpose	My Meeting
Booking Contact	David Buchanan
Contact Email	david.buchanan@ed.ac.uk
Contact Extension	32908
Contact Location	NTUA
Notes	

Submit Back

Valid slot between 09:00 and 18:00

If we choose a time outside the valid slot we will get an error message

DCN Room Booking - Windows Internet Explorer  
 https://dcnapp1.dcn.ed.ac.uk/booker/ease/addAppointment1.asp?outcomeMessage=End%20Tim  
 Favorites DCN Room Booking

**Room Booking**

**Error:** End Time is not valid

Booking Date	09 November 2009
Start Time	16:00 format: hh:mm 24hr
End Time	18:30 format: hh:mm 24hr
Purpose	My Meeting
Booking Contact	David Buchanan
Contact Email	david.buchanan@ed.ac.uk
Contact Extension	32908
Contact Location	NTUA
Notes	

Submit Back

Valid slot between 09:00 and 18:00

Once we have entered our requested times and meeting purpose we can submit the request. Note the contact name, extension and location must be entered. The system will auto add this information from the myDCN system if the data is available. Note the booker should ensure this information is correct as a confirmation will be sent to this email address.

6. Return to the booking screen to see the new booking. Please note all bookings are provisional until confirmed by the room administrators.

DCN Seminar Room  
09 November 2009

Return to Room View  
Success 1 record added

Purpose	Start Time	End Time	Booking Contact	Booking Status	Notes
Book Slot	Time available: 00:00 - 06:00				
Meeting A	06:00	09:00	David Buchanan	Provisional	
Book Slot	Time available: 09:00 - 16:00				
My Meeting	16:00	18:00	David Buchanan	Provisional	
IT Meeting	18:00	19:00	David Buchanan	Confirmed	
Weekly Team Meeting	19:00	20:00	David Buchanan	Confirmed	
Book Slot	Time available: 20:00 - 21:00				
Purpose of Meeting	21:00	21:15	David Buchanan	Confirmed	
Meeting	21:15	22:00	David Buchanan	Provisional	
Book Slot	Time available: 22:00 - 23:59				

\* Please note all bookings are provisional until confirmed by an appropriate administrator.

7. An email will be sent as a receipt of the provisional booking.

## Message from DCN Booking System

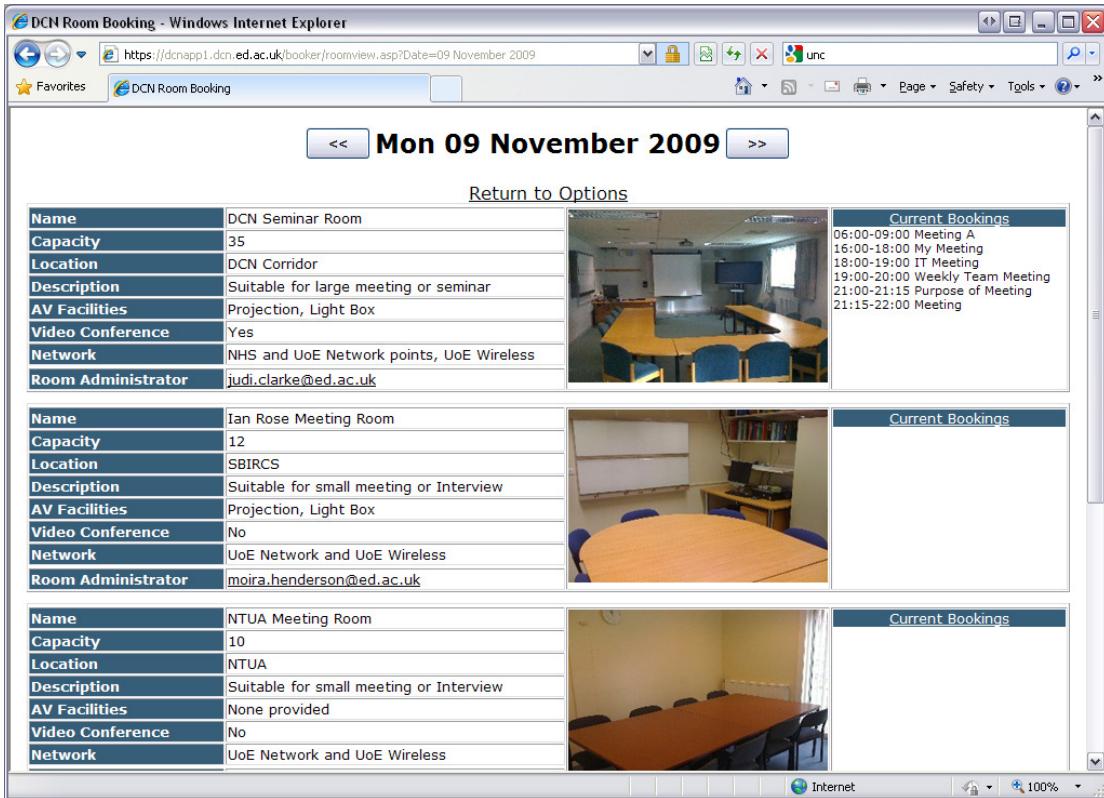
Booking Request: DCN Seminar Room

- Purpose: My Meeting
- Booking Date: 09 November 2009
- Start Time: 16:00
- End Time: 18:00
- Booking Contact: David Buchanan
- Booking Status: Provisional

A confirmation email will be sent once the booking has been confirmed.

Thank you.

8. Return to the room view to see the bookings for the day.



Name	DCN Seminar Room
Capacity	35
Location	DCN Corridor
Description	Suitable for large meeting or seminar
AV Facilities	Projection, Light Box
Video Conference	Yes
Network	NHS and UoE Network points, UoE Wireless
Room Administrator	judi.clarke@ed.ac.uk

Name	Ian Rose Meeting Room
Capacity	12
Location	SBIRCS
Description	Suitable for small meeting or Interview
AV Facilities	Projection, Light Box
Video Conference	No
Network	UoE Network and UoE Wireless
Room Administrator	moira.henderson@ed.ac.uk

Name	NTUA Meeting Room
Capacity	10
Location	NTUA
Description	Suitable for small meeting or Interview
AV Facilities	None provided
Video Conference	No
Network	UoE Network and UoE Wireless

9. A confirmation email will be sent once the booking has been confirmed by the room administrator.

## Message from DCN Booking System

Booking Confirmed: DCN Seminar Room

- Purpose: My Meeting
- Booking Date: 09 November 2009
- Start Time: 16:00
- End Time: 18:00
- Booking Contact: David Buchanan
- Booking Status: Confirmed by dbuchana

If you have any queries please contact the appropriate room administrator.

Thank you.

## 10. For Further Information:

- On meeting rooms in DCN contact either Moira or Judi, see room administrator in room view for details.
- For IT Support contact the DCN IT Team, this must be requested separately if required.
- Booking system queries contact David Buchanan